

## CASE OPENING TIP SHEET INDIVIDUALS

Revised on: December 7, 2015

*\*See revision log at the end of this document*

- **Open Bankruptcy Case and file these documents as one bookmarked PDF.**

### *Bankruptcy > Open BK Case*

Document	Form #	Revision Date
<b>Voluntary Petition for Individuals Filing for Bankruptcy</b>	101	12/15
<ul style="list-style-type: none"> <li>Re: Exhibit D, on page 5. <ul style="list-style-type: none"> <li>✓ <u>If box 1 is checked:</u> Certificate of Budget and Credit Counseling Course filed with items below as one PDF. <i>If a payment plan was developed with an agency, please do not file this plan with the court.</i></li> <li>✓ <u>If box 2 is checked:</u> You must file a copy of the Certificate of Budget and Credit Counseling Course within 14 days. <i>If a payment plan was developed with an agency, please do not file this plan with the court.</i></li> <li>✓ <u>If box 3 is checked:</u> A <u>separate sheet</u> (filed as a separate entry, see tables below) explaining what efforts you made to obtain the briefing, why you were unable to obtain it before you filed for bankruptcy, and what exigent circumstances required you to file this case. <b>Also</b>, file the <u>Motion for Approval of Certificate of Exigent Circumstances 109(h)(3)(A)</u>, as a separate entry (see tables below). <i>If a payment plan was developed with an agency, please do not file this plan with the court.</i></li> <li>✓ <u>If box 4 is checked:</u> File the Motion to Excuse Credit Counseling 109(h)(4) as a separate entry (see tables below).</li> </ul> </li> </ul>		
• Summary of Your Assets and Liabilities and Certain Statistical Information	106Sum	12/15
• Schedule A/B: Property	106A/B	12/15
• Schedule C: The Property You Claim as Exempt ( <i>Single Debtor/Debtor 1</i> ) <b>Note:</b> <i>If two married people are filing together, a separate Schedule C for the joint debtor/debtor 2 is also required.</i>	106C	12/15
• Schedule D: Creditors Who Have Claims Secured By Property	106D	12/15
• Schedule E/F: Creditors Who Have Unsecured Claims	106E/F	12/15
• Schedule G: Executory Contracts and Unexpired Leases	106G	12/15
• Schedule H: Your Codebtors	106H	12/15
• Schedule I: Your Income	106I	12/15
• Schedule J: Your Expenses <b>Note:</b> <i>If two married people are filing together and live in separate households, Schedule J2: Expenses for Separate Household of Debtor 2 is also required.</i>	106J	12/15
	106J-2	12/15
• Declaration About an Individual Debtor's Schedules	106Dec	12/15
• Statement of Financial Affairs for Individuals Filing for Bankruptcy	107	12/15
• Statement of Intention for Individuals Filing Under Chapter 7	108	12/15
• Notice Required by 11U.S.C. §342(b) for Individuals Filing for Bankruptcy	2010	12/15
• Statement of Attorney for Debtor(s) Pursuant to F.R.Bankr.P. 2016(b)	Local Form	4/12
• Certificate of Budget and Credit Counseling Course	Obtained from Approved Agency	N/A

➤ **Upload List of Creditors (must be in .txt format)**

UPLOAD LIST OF CREDITORS		
<b>Note:</b> Reminder, the List of Creditors being uploaded must be in .txt format.	<b>Form #</b>	<b>Revision Date</b>
<a href="#">Bankruptcy &gt; Creditor Maintenance &gt; Upload List of Creditors File</a>	Self-Generated	N/A

➤ **File these documents as separate PDF entries**

Documents with an “\*” are filed if applicable. Documents without the “\*” are required.

CHAPTER 7 CASES		
Document	Form #	Revision Date
*Initial Statement About an Eviction Judgment Against You <a href="#">Bankruptcy &gt; Other &gt; Initial Statement About and Eviction Judgment</a>	101A	12/15
*Statement About Payment of an Eviction Judgment Against You <a href="#">Bankruptcy &gt; Other &gt; Statement About Payment of Eviction Judgment Against You</a>	101B	12/15
*Application for Individuals to Pay the Filing Fee in Installments <a href="#">Bankruptcy &gt; Motions/Applications &gt; Individuals to Pay the Filing Fee in Installments</a>	103A	12/15
*Application to Have the Chapter 7 Filing Fee Waived <a href="#">Bankruptcy &gt; Motions/Applications &gt; Chapter 7 Filing Fee Waived</a>	103B	12/15
Bankruptcy Petition Cover Sheet <a href="#">Bankruptcy &gt; Other &gt; Bankruptcy Cover Sheet</a>	Local Form	5/08
Statement About Your Social Security Numbers <a href="#">Bankruptcy &gt; Other &gt; Statement About Your Social Security Numbers</a>	121	12/15
Chapter 7 Statement of Your Current Monthly Income <b>and (filed together if applicable)</b>	122A-1	12/15
*Statement of Exemption from Presumption of Abuse Under § 707(b)(2) <a href="#">Bankruptcy &gt; Other &gt; Chapter 7 Statements-Monthly Income (122A-1)/Exemption Presumption of Abuse (122A-1Supp)</a>	122A-1Supp	12/15
*Chapter 7 Means Test Calculation <a href="#">Bankruptcy &gt; Other &gt; Chapter 7 Means Test Calculation Form 122A-2</a>	122A-2	12/15
*Motion to Excuse Credit Counseling 109(h)(4) <a href="#">Bankruptcy &gt; Motions/Applications &gt; Excuse Credit Counseling 109(h)(4)</a>	Self-Generated	N/A
*Motion for Approval of Certificate of Exigent Circumstances 109(h)(3)(A) <a href="#">Bankruptcy &gt; Motions/Applications &gt; Approval of Certificate of Exigent Circumstances 109(h)(3)(A)</a>	Self-Generated	N/A
* <b>Separate sheet</b> explaining what efforts you made to obtain the briefing, why you were unable to obtain it before you filed for bankruptcy, and what exigent circumstances required you to file this case. <a href="#">Bankruptcy &gt; Other &gt; Certificate of Exigent Circumstances</a>	Self-Generated	N/A

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CHAPTER 11 CASES		
Document	Form #	Revision Date
*Initial Statement About an Eviction Judgment Against You <i>Bankruptcy &gt; Other &gt; Initial Statement About and Eviction Judgment</i>	101A	12/15
*Statement About Payment of an Eviction Judgment Against You <i>Bankruptcy &gt; Other &gt; Statement About Payment of Eviction Judgment Against You</i>	101B	12/15
*Application for Individuals to Pay the Filing Fee in Installments <i>Bankruptcy &gt; Motions/Applications &gt; Individuals to Pay the Filing Fee in Installments</i>	103A	12/15
Bankruptcy Petition Cover Sheet <i>Bankruptcy &gt; Other &gt; Bankruptcy Cover Sheet</i>	Local Form	5/08
For Individual Chapter 11 Cases: The List of Creditors Who Have the 20 Largest Unsecured Claims Against You Who Are Not Insiders <i>Bankruptcy &gt; Other &gt; 20 Largest Unsecured Creditors</i>	104	12/15
Statement About Your Social Security Numbers <i>Bankruptcy &gt; Other &gt; Statement About Your Social Security Numbers</i>	121	12/15
Chapter 11 Statement of Your Current Monthly Income <i>Bankruptcy &gt; Other &gt; Chapter 11 Statement of Your Current Monthly Income-Form 122B</i>	122B	12/15
*Motion to Excuse Credit Counseling 109(h)(4) <i>Bankruptcy &gt; Motions/Applications &gt; Excuse Credit Counseling 109(h)(4)</i>	Self-Generated	N/A
*Motion for Approval of Certificate of Exigent Circumstances 109(h)(3)(A) <i>Bankruptcy &gt; Motions/Applications &gt; Approval of Certificate of Exigent Circumstances 109(h)(3)(A)</i>	Self-Generated	N/A
* <b>Separate sheet</b> explaining what efforts you made to obtain the briefing, why you were unable to obtain it before you filed for bankruptcy, and what exigent circumstances required you to file this case. <i>Bankruptcy &gt; Other &gt; Certificate of Exigent Circumstances</i>	Self-Generated	N/A

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CHAPTER 12 CASES		
Document	Form #	Revision Date
*Initial Statement About an Eviction Judgment Against You <i>Bankruptcy &gt; Other &gt; Initial Statement About and Eviction Judgment</i>	101A	12/15
*Statement About Payment of an Eviction Judgment Against You <i>Bankruptcy &gt; Other &gt; Statement About Payment of Eviction Judgment Against You</i>	101B	12/15
*Application for Individuals to Pay the Filing Fee in Installments <i>Bankruptcy &gt; Motions/Applications &gt; Individuals to Pay the Filing Fee in Installments</i>	103A	12/15
Bankruptcy Petition Cover Sheet <i>Bankruptcy &gt; Other &gt; Bankruptcy Cover Sheet</i>	Local Form	5/08
Statement About Your Social Security Numbers <i>Bankruptcy &gt; Other &gt; Statement About Your Social Security Numbers</i>	121	12/15
Chapter 12 Plan <i>Bankruptcy &gt; Plan &gt; Chapter 12 Plan</i>	Self-Generated	N/A
*Motion to Excuse Credit Counseling 109(h)(4) <i>Bankruptcy &gt; Motions/Applications &gt; Excuse Credit Counseling 109(h)(4)</i>	Self-Generated	N/A
*Motion for Approval of Certificate of Exigent Circumstances 109(h)(3)(A) <i>Bankruptcy &gt; Motions/Applications &gt; Approval of Certificate of Exigent Circumstances 109(h)(3)(A)</i>	Self-Generated	N/A
* <b>Separate sheet</b> explaining what efforts you made to obtain the briefing, why you were unable to obtain it before you filed for bankruptcy, and what exigent circumstances required you to file this case. <i>Bankruptcy &gt; Other &gt; Certificate of Exigent Circumstances</i>	Self-Generated	N/A

➤ **File these documents as separate PDF entries**

Documents with an "\*\*\*" are filed if applicable. Documents without the "\*\*\*" are required.

CHAPTER 13 CASES		
Document	Form #	Revision Date
*Initial Statement About an Eviction Judgment Against You <i>Bankruptcy &gt; Other &gt; Initial Statement About and Eviction Judgment</i>	101A	12/15
*Statement About Payment of an Eviction Judgment Against You <i>Bankruptcy &gt; Other &gt; Statement About Payment of Eviction Judgment Against You</i>	101B	12/15
*Application for Individuals to Pay the Filing Fee in Installments <i>Bankruptcy &gt; Motions/Applications &gt; Individuals to Pay the Filing Fee in Installments</i>	103A	12/15
Bankruptcy Petition Cover Sheet <i>Bankruptcy &gt; Other &gt; Bankruptcy Cover Sheet</i>	Local Form	5/08
Statement About Your Social Security Numbers <i>Bankruptcy &gt; Other &gt; Statement About Your Social Security Numbers</i>	121	12/15
Chapter 13 Statement of Your Current Monthly Income and Calculation of Commitment Period <i>Bankruptcy &gt; Other &gt; Chapter 13 Statement of Your Current Monthly Income Form 122C-1</i>	122C-1	12/15
*Chapter 13 Calculation of Your Disposable Income <i>Bankruptcy &gt; Other &gt; Chapter 13 Calculation of Your Disposable Income Form 122C-2</i>	122C-2	12/15
Chapter 13 Plan <i>Bankruptcy &gt; Plan &gt; Chapter 13 Plan</i>	Local Form	2/13
*Motion to Excuse Credit Counseling 109(h)(4) <i>Bankruptcy &gt; Motions/Applications &gt; Excuse Credit Counseling 109(h)(4)</i>	Self-Generated	N/A
*Motion for Approval of Certificate of Exigent Circumstances 109(h)(3)(A) <i>Bankruptcy &gt; Motions/Applications &gt; Approval of Certificate of Exigent Circumstances 109(h)(3)(A)</i>	Self-Generated	N/A
* <b>Separate sheet</b> explaining what efforts you made to obtain the briefing, why you were unable to obtain it before you filed for bankruptcy, and what exigent circumstances required you to file this case. <i>Bankruptcy &gt; Other &gt; Certificate of Exigent Circumstances</i>	Self-Generated	N/A

CHAPTER 15 CASES		
Document	Form #	Revision Date
*** PLEASE CONTACT CLERKS OFFICE BEFORE FILING ***	----	----

[Back to Main Menu](#)

[Back to Chapter 7 Menu](#)

## Revision Log

Date	Comments	By
12/02/2015	Changed Revision Date for Bankruptcy Cover Sheet from 5/11 to 5/08.	KS
12/07/2015	Edited section “ <b>Open Bankruptcy Case and file these documents as one bookmarked PDF.</b> ” Instructions changed from filing the Certificate of Budget and Credit Counseling as a separate entry to filing it with the petition PDF.	KS
12/07/2015	Removed the Certificate of Budget and Credit Counseling Course from the “ <b>File these documents as separate PDF entries</b> ” tables for Chapter 7, Chapter 11, Chapter 12, and Chapter 13. The Certificate of Budget and Credit Counseling should be filed with the Petition PDF.	KS

[Back to Main Menu](#)

[Back to Chapter 7 Menu](#)